



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

S: 15 April 2011

CECW-CO

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS;
CHIEFS, OPERATIONS

SUBJECT: Nominations for Fiscal Year 2011 Operations & Maintenance Castle Award,
Support of Civil Works Infrastructures

1. Nominations for the Fiscal Year 2011 Operations and Maintenance Castle Award are being solicited. Enclosure 1 provides the guidance for this requirement. Each of your MSC nominations is due to HQUSACE, Attn: CECW-CO, by 15 April 2011.
2. Please provide the name and telephone number of your MSC and local point-of-contact (POC) with your submission. The HQUSACE POC for this information is Mr. Robert B. Leitch at (202) 761-5904. Electronic submissions are encouraged and should be transmitted in a Word (.doc or .docx) or Adobe (.PDF) format document and emailed to robert.b.leitch@usace.army.mil. Submissions may also be faxed to (202) 761-5096, attention Robert Leitch, or mailed to Headquarters, U.S. Army Corps of Engineers, Attn: CECW-CO (Leitch), 441 G Street, NW, Washington, D.C. 20314-1000.

FOR THE COMMANDER:

Encl


MICHAEL G. ENSCH
Chief, Operations and Regulatory
Directorate of Civil Works

CF:
CECW-ZC
CEHR-D
CESM

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SUBJECT: Nominations for Fiscal Year 2011 Operations & Maintenance Castle Award,
Support of Civil Works Infrastructures

DISTRIBUTION:

MSCs:

Commander, Great Lakes and Ohio River Division, Attn: CELRD-PDS
Commander, Mississippi Valley Division, Attn: CEMVD-PD
Commander, North Atlantic Division, Attn: CENAD-CM
Commander, Northwestern Division, Attn: CENWD-PDS
Commander, Pacific Ocean Division, Attn: CEPOD-PDI
Commander, South Atlantic Division, Attn: CESAD-CM
Commander, South Pacific Division, Attn: CESPDP-DD
Commander, Southwestern Division, Attn: CESWD-PDS

INFORMATION COPIES SENT TO:

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Commander, Albuquerque District, Attn: CESWA-OD
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Commander, Charleston District, Attn: CESAC-TS-O
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Commander, Detroit District, Attn: CELRE-OT-T
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Commander, Sacramento District, Attn: CESPCK-CO
Commander, San Francisco District, Attn: CESPNO-OR
Commander, Savannah District, Attn: CESAS-OP
Commander, Seattle District, Attn: CENWS-OD
Commander, St. Louis District, Attn: CEMVS-CO
Commander, St. Paul District, Attn: CEMVP-CO
Commander, Tulsa District, Attn: CESWT-ET
Commander, Vicksburg District, Attn: CEMVK-OD
Commander, Walla Walla District, Attn: CENWW-OD
Commander, Wilmington District, Attn: CESAW-OP
Commander, Engineer Research and Dev. Center, Attn: CEWES
Commander, Engineer Research and Dev. Center, Attn: CEERD

**U.S. ARMY CORPS OF ENGINEERS
OPERATIONS & MAINTENANCE
SUPPORT OF CIVIL WORKS INFRASTRUCTURE
CASTLE AWARD – FY 2011**

1. **Purpose.** This guidance describes the U.S. Army Corps of Engineers (USACE) Civil Works intention to recognize wage grade and similar series employees, working in support of Operations and Maintenance of Civil Works Infrastructure.
2. **Applicability.** This guidance applies to all HQUSACE elements, Major Subordinate Commands (MSC), districts, laboratories, and field operating activities (FOA).
3. **References.**
 - a. AR 672-20, Incentive Awards (USACE Supp 1), 31 July 1986.
 - b. ER 672-1-18, Incentive Awards, 1 May 1995.
4. **Intent.** The U. S. Army Corps of Engineers Civil Works Directorate intends to recognize USACE wage grade or similar series employees who have demonstrated the principles of the Army's Values, Corps' Vision, command goals and mission in the accomplishment of their assigned duties.
5. **Responsibilities.**
 - a. The Directorate of Civil Works, HQUSACE, is the proponent for a national wage grade/wage board award program.
 - b. Major Subordinate Commands are responsible for program oversight within their respective business region, coordination among the districts, consistency with eligibility requirements and nomination criteria, and selecting a MSC award winner for nomination to HQUSACE Civil Works. MSCs will submit only one nomination for the award.
 - c. Districts, laboratories and FOAs are responsible for evaluating wage grade employee performance, determining eligibility criteria for nomination, and submitting nominations.
6. **Eligibility.** Nominees must be permanent wage grade system employees (or similar series) of the Corps for at least one full year, have been employed by the Corps during the previous calendar year, and serve to support the Operations and Maintenance program for Civil Works Infrastructure. Nominees may be either supervisory or non-supervisory personnel.

7. Nomination Criteria.

a. Performance. Nominees must have demonstrated a pattern of excellence and exceptional performance of their duties reflecting exemplary team support and interaction. The nominee should have demonstrated qualities to serve as a role model for other wage grade employees through facilitation and support to their team.

b. Career Accomplishments. Nominees must have achieved an outstanding employment record that reflects career, self-development, leadership and technical ability not directly related to the special contribution or project.

c. Specific Contribution. Nominees must have made, or have been primarily responsible for making, a specific contribution in their area of expertise which resulted in material improvement in service, in substantial financial or manpower savings, or in significant social or technological progress. The contribution must have been individual and the result of the employee's own efforts, and must have culminated during the time period under consideration.

d. Self Development. List any formal or other training completed by the employee to improve efficiency and/or potential for career growth.

e. Customer Service. List examples of internal/external customer assistance provided by the employee.

f. Safety. The nominee must have shown a qualitative, productive, safe work ethic throughout the period of consideration with a positive attitude toward accomplishing their part of the assigned mission.

g. Technical Innovation or Other Recognition. List any awards received as a result of the Army Ideas for Excellence Program. List any performance awards, special act or service awards, or some other honorary or monetary recognition of comparable significance.

8. Nomination Procedure.

a. HQUSACE will establish the due date for nominations.

b. Each command element will recognize one awardee for the MSC, and then submit that person's nomination through command channels for consideration and submittal to HQUSACE. Nominations are for individual recognition. Nominations for team, work groups, etc., will not be considered. The nomination package will be submitted under the commander's/director's signature. The nominee's contact information shall be included (name, address, telephone).

c. Nominations need not be secret. Nominators should make every effort to obtain any pertinent information from the nominee to ensure a complete and accurate assessment of their accomplishments.

- d. Nominations must be completed using DA Form 1256
- e. A HQUSACE panel will review the MSC nominations and select the USACE awardee. The respective command element will be notified after the selection is made.

9. **Nomination Format.** The nomination package will include:

- a. DA Form 1256, Incentive Award Nomination and Approval.
- b. The nomination criteria identified and outlined in paragraph 8.
- c. Citation (limited to one paragraph).

10. **Selection Criteria.** A HQUSACE panel will evaluate command-wide wage series employee award nominations.

a. Attributes for performance may include the demonstration of cooperation, competence, efficiency, special acts, and leadership exceeding normal requirements for that position.

b. Attributes for career accomplishments may include noteworthy administrative, professional, or technical abilities that have a direct impact on the mission of the Corps.

c. Attributes for specific contribution may include how and to what extent the performance has a direct impact on the nominee's own job assignment, on other activities of the organization, the mission of the command element, the Corps, or on the community or public at large.

d. Attributes for self development may include a minimum of three initiatives accomplished by the employee that resulted in improved job performance or skill competency.

e. Attributes for customer service may include positive feedback from the recipient, improvement in workplace morale, and exemplary volunteer efforts.

f. Attributes for safety must include no recordable or reportable safety violations or incidents within the period of eligibility. Other attributes may include initiatives to improve the safety environment in the workplace for the employee and to their team or unit.

g. Attributes for technical innovation or other recognition. Within the period of consideration, the nominee must have received a successful level 1 performance evaluation, and at least one of the following: performance award, special act or service award, or other recognition of significance.

11. **Awards**. The award will be a plaque and corresponding Special Act or Service Award with a monetary stipend. Travel, per diem, and monetary award costs for the awardee to the presentation ceremony will be provided by the employee's command element.

12. **Presentation**. The Commander, USACE, will present the award at the annual USACE Senior Leaders Conference (SLC), typically held in August. The selected USACE wage grade employee of the year will shadow the USACE Command Sergeant Major during the SLC.

13. **Announcements**. Solicitation for nominations will be conducted through informal announcements. Announcements will provide an adequate period of lead time to allow for solicitation, nomination, selection, and presentation of the award. Award announcements will be prepared in memorandum format. Each command element will coordinate with their respective Public Affairs Office for dissemination in respective news publications.